



***Town of Walpole  
Commonwealth of Massachusetts***

**HUMAN RESOURCES**

Town Hall  
135 School Street  
Walpole, MA 02081  
Phone (508)-660-7292  
[apply@walpole-ma.gov](mailto:apply@walpole-ma.gov)

May 6, 2022

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TOWN OF WALPOLE  
TOWN CLERK

**Administrative Board Secretary**  
**Sewer & Water Commission**  
**12hrs/week**

Town of Walpole is seeking applicants for part-time 12 hours/week Administrative Board Secretary position for the Sewer & Water Commission. Must be high school graduate with two years of secretarial school training and three years of paid secretarial experience or high school graduate with five years of paid clerical and secretarial experience; or any equivalent combination of education and experience. Must possess demonstrated competence and skill in writing, typing and computer usage. Working knowledge of Microsoft Word & Excel. Required to attend and take minutes of the Sewer & Water Commission meetings. Works under the general direction of the Sewer & Water Commission with administrative and operational supervision of department/division head or administrator. \$25.07 per hour. Job description via Walpole website [www.walpole-ma.gov](http://www.walpole-ma.gov).

Applicants can submit cover letter, resume & Town of Walpole employment application to:  
Town of Walpole, HR, 135 School Street, Walpole, MA 02081 or email [apply@walpole-ma.gov](mailto:apply@walpole-ma.gov). Position will remain open until filled. AA/EEO

*The Town of Walpole is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. **Posted Friday May 6, 2022***